**Appeal of Second Year Placement Decision – Vantage One Engineering Program**

Appeals should include new and relevant information for the Faculty to consider, beyond what was provided in your original Second Year Placement form.

1. This year, our programs are full, and while we will consider your appeal, the likelihood of us being able to accommodate changes in placement is minimal.
2. Appeal decisions will be dealt with on a rolling basis, with decisions made by late August at the latest.
3. You may only submit an appeal to be considered for one program.
4. You will receive an email notifying you of our decision, which will include all the details you need about your placement at that time.
5. If you submit an appeal and it is successful, you will automatically be placed in the program you have requested and will not be able to change your decision. You will be dropped from your current program’s STT and you will have to register yourself in your new program once you have been notified.
6. In the meantime, you should register in the program that you have been placed in, in case your appeal is not successful.

**Appeal of Second Year Placement Decision – Vantage One Engineering Program**

Reasons for requesting an appeal:

1. You believe UBC made an error when processing your academic record.
2. You believe you deserve special consideration due to mitigating circumstances:
   1. Health-related circumstances
   2. Death of a family member
   3. Personal hardship that affected academic performance

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Student # |
| Email | Phone |  |

Currently Assigned Second Year Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Second Year Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain the reason for your appeal request:

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| --- |
|  |

**Please submit this form to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by July 8, 2018**

I certify that the information I am providing is accurate and my own.

I am aware, that if my appeal is successful, I am agreeing to be automatically placed in the program I have requested and will not be able to change my decision after the appeal has been decided.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_